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27 May 1965

**MEMORANDUM FOR:** CS Responsible Historical Officers

**SUBJECT:** Information Desired on Existing Historical Papers

**REFERENCES:** (a) Handbook for the Writing of CS History  
(b) Memo to Responsible Historical Officers, subject, Activities of a CS/RHO, dated 13 May 1965

1. The Catalog of CS Histories, an index of completed historical papers giving location and availability, is established to assist those with legitimate needs in locating existing segments of Clandestine Services History (see Reference a, Appendix A). This Catalog will include papers already prepared and held in the active files, as well as retired papers. Assistance is needed in locating papers currently held in staff and division active files. Attachment B to Reference b mentions the items for which we are searching and the component parts which may eventually be added to such papers when the appropriate information is still available. The HS/CSG research officers will extract the needed bibliographic details from papers located in retired files.

2. It is requested that each staff or division Responsible Historical Officer assemble and route such historical papers, or copies thereof, to the DD/P Representative, Historical Staff, 3-E-30, for the necessary cataloging. All papers will be returned to the originating office within a few days. Assistance can be made available to reproduce a particular document expeditiously if it cannot be spared from its file for three or four days. If for reason of extreme sensitivity a historical paper cannot leave its area of control, the details requested in Attachment C of Reference b should be forwarded to the above address.

3. Each historical paper will be augmented by the appropriate component parts, pursuant with Attachment B of Reference b, where the necessary information is available. Thereafter, a cover will be affixed to each paper identifying it as a completed segment of the Clandestine Services History.

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DD/P Representative,  
Historical Staff

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